



Request for **CSR Technician** Course Scheduling

PO Box 944246 * Sacramento CA 94244-2460 * FAX (916) 552-9464 * www.osfm.fire.ca.gov



By submitting this request, instructors and sponsoring agencies agree to comply with all published State Fire Training policies and procedures of the California State Fire Marshal's Office.

All requests must be received **6 weeks** prior to the class start date.

Today's Date:		Start Date:		End Date:		Class Code: (SFT Use Only)	
Training Facility:				Advertise In Class Schedule? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Sponsoring Agency Name:				Class Location (City):			
Contact Name:				Contact's Phone Number:		Contact's Email Address:	
Number of Squads being Taught Concurrently: _____				Maximum: 3 Squads		Student/Instructor Ratio: 12:1	
SENIOR INSTRUCTOR				SQUAD 1			
Senior Instructor:		Instructor Code:		Primary Instructor:		Instructor Code:	
Email Address:				Email Address:			
SQUAD 2				SQUAD 3			
Primary Instructor:		Instructor Code:		Primary Instructor:		Instructor Code:	
Email Address:				Email Address:			
Estimated Number of Students:		Delivered on Shift Schedule? <input type="checkbox"/> Yes <input type="checkbox"/> No		# of Shifts:		# of Students per Shift:	
						# of Student Manuals: Purchase from CMC	
SHIPPING INFORMATION:				BILLING INFORMATION:			
Ship To:				Bill To:			
Attn:				Attn:			
Street Address: (No Po Box)				Street Address:			
City/State/Zip Code:				City/State/Zip Code:			

FOR STATE FIRE TRAINING USE ONLY

Number of Manuals Shipped:		<input type="checkbox"/> DHL <input type="checkbox"/> Pick-Up			
Date Materials Shipped:		Date Returned:		<input type="checkbox"/> MRT #: (CDF Use Only)	
Registration		Unit Price	Quantity	Total Price	
Course Registration (59210-142500-20)		\$20.00		\$	
Shipping/Handling Charges:				\$	8.00
Sales Tax (student manuals only)		Tax Rate:	%	\$	N/A
TOTAL DUE:				\$	
DO NOT PAY - THIS IS NOT A BILL					

Scheduling Desk (916) 445-8132

Revised 7/1/08

Scheduling Fax (916) 552-9464

Return all class materials to **SFT Bookstore, 1131 S Street, Sacramento, 95811 within **15 days** after the ending date of the class using a carrier that can track your shipment.**